



Department Of Labor
Friday, March 25, 2011
U.S. Virgin Islands

Management

Job Title	HOUSEKEEPING SUPERVISOR
Order Number	VI0014988
Pay	\$13.4 Hourly
Experience	12 months
Education	12
JobSummary	<p>Inspect guest rooms, public areas, pool, etc. after being cleaned by Housekeeper to ensure quality standards. Run sold room reports, verify room status, determine discrepant rooms, prioritize room cleaning, and update status of departing guest rooms. Assist Housekeeping management in managing daily activities. Act as a liaison to coordinate the efforts of Housekeeping, Engineering, Front Office, and Laundry, Document and resolve issues with discrepant rooms with the Front Desk. Prepare, distribute, and communicate changes in assignment sheets/workboards. Communicate issues t next shift. Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating and coaching employees. Follow all company and safety and security policies and procedures; report any maintenance problems, safety hazards, accidents, or injuries; complete safety training and certifications. Able to lift 25 pounds without assistance. Previous experience preferred. Able to work PM shift only. Apply on line careers.ritzcarlton.com</p>

Job Title	HUMAN RESOURCE DIRECTOR
Order Number	VI0015016
Pay	\$80000 Annually
Experience	72+ months
Education	16
JobSummary	<p>Oversees the strategy and administration of the human resource department and services as subject matter expert for internal career and professional development programs and activities. Responsible for all human resource management and development, initiatives, programs and procedures including employment, compensation, benefits, organizational development/design and employee relations. Bachelor's Degree in Human Resource Management, Organizational Development, Business Administration or equivalent with 6+ years progressive experience and documented success in managing Human Resource practices, staff, and objectives. Broad knowledge and experience in employment law, compensation, organizational planning, employee relations, training and development. Collaborative managements style in order to work effectively in a shared governance environment. Ability to work independently and without close supervision or advisement. Leadership skill set commensurate with the level of customer interface (Executive) present in the role. Salary depends on experience. Must email resumes to: careers@icmcvi.com.</p>

<i>Job Title</i>	SALES/REVENUE MANAGER
<i>Order Number</i>	VI0015147
<i>Pay</i>	\$40000 Annually
<i>Experience</i>	36 months
<i>Education</i>	12
<i>JobSummary</i>	Must have strong interpersonal communication skills, both verbal and written; strong knowledge of hotel and department operations; preferred knowledge of third party website channels; proficient in Microsoft Office Program. Responsible for selling group business from all markets/regions primarily handling no more than 10 to 20 room nights maximizing revenues for all areas of the resort. Handle wedding inquiries and book related groups. Assist in the overall efficient operation of the Reservations/Sales Department, manage accounts; solicit new and past business to ensure revenue goals are met or exceeded. High School Diploma with 3 years experience. Work days Varies. Candidate can apply in person between 9:00am-3:00pm. Resumes can be fax or email to hhowkins@chrco.com. Job is at Secret Harbour Beach Resort.
<i>Job Title</i>	MARINE SHOP MANAGER
<i>Order Number</i>	VI0015170
<i>Pay</i>	\$15 Hourly
<i>Experience</i>	240 months
<i>Education</i>	16
<i>JobSummary</i>	Responsible for boat detailing, minor repairs, shrink wrapping, boat delivery and lunch, used boat sales and shop management. Self starting person with substantial marine technical experience. Must have references and be computer literate. Bachelor's degree, 20 years experience, full-time position; Mon - Fri 8 am. - 5 pm. Resume' requested.
<i>Job Title</i>	ENTERTAINMENT MANAGER
<i>Order Number</i>	VI0015179
<i>Pay</i>	\$38000 Annually
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for the overall entertainment of guest on a daily basis. He/She should maintaining high standards in all areas of service, quality and operations, while maximizing profitability and generating revenue. The Entertainment Manager should have experience with various instruments as well as familiar with a variety of audio equipment (Karaoke Audio Systems and Mixing Boards, etc.). Shift work available.
<i>Job Title</i>	SYSTEMS MANAGER
<i>Order Number</i>	VI0015194
<i>Pay</i>	\$44000 Annually
<i>Experience</i>	36 months
<i>Education</i>	16
<i>JobSummary</i>	As a member of the property management staff, contributes advanced knowledge and skill in technology and general hospitality business knowledge to support the property and technology Information Resources objectives. Responsible to the property for all technology planning, decision-making, implementation, and maintenance. May manage property systems technicians and interfaces with vendors, owners. Executive Committee and property staff. BA/BS or equivalent work experience; 3-5 years experience in like position. System-related professional certifications desired. Apply on line at careers.marriott.com.

<i>Job Title</i>	CORPORATE MANUFACTURING MANAGER
<i>Order Number</i>	VI0015196
<i>Pay</i>	\$76000 Annually
<i>Experience</i>	60-84 months
<i>Education</i>	16
<i>JobSummary</i>	Must ensure all ordered pieces are delivered timely. Hire and train supervisors and managers of the manufacturing facility. Provide direction to managers from a corporate perspective and ensure facilities conform to OSHA safety standards and local fire and safety laws. Communicate corporate policies, procedures, vision, goals and directives to manufacturing facilities. Submit expense report on a monthly basis and ensure all raw materials are ordered timely and at the best possible pricing. Bachelor's Degree with 5-7 experience in field. Work day are flexible between 7:30am-5:30pm. Salary is based on experience. Fax resume or email resume to nicole@gemvi.com.
<i>Job Title</i>	EXECUTIVE DIRECTOR CLINICAL EXCELLENCE
<i>Order Number</i>	VI0015202
<i>Pay</i>	\$90000 Annually
<i>Experience</i>	120 months
<i>Education</i>	16
<i>JobSummary</i>	Direct the learning and education strategic plan in support of a healthcare client's corporate university's goals and objectives. Responsibilities include developing and managing clinical curriculum and programs in support of stakeholder development, clinical competencies and clinical information systems. Set direction for enterprise-wide educational initiatives for all clinical areas. Provide direction to the Clinical Learning and Developmental Manager and core corporate university team, and capture, maintain, and transfer knowledge across multiple sites within our client's enterprise. PhD or Master's Degree in a Healthcare discipline, Adult education or related field; RN, BSN, MSN, or MD; 10+ years clinical experience in staff and/or patient education. Demonstrated success in operational leadership. Full-time position. Email resumes to: careers@icmcvi.com.
<i>Job Title</i>	PROJECT MANAGEMENT PROFESSIONAL
<i>Order Number</i>	VI0015204
<i>Pay</i>	\$85000 Annually
<i>Experience</i>	84 months
<i>Education</i>	16
<i>JobSummary</i>	Responsible for managing project management processes and initiatives including development and delivery of project management curriculum and training; facilitate the integration of Lean Six Sigma and PM methodologies through project completion. BA/BS in business or related technical, business or healthcare discipline; PMP certification; 7+ years professional experience in project management; MS Project; project planning tools; Strong strategic planning and analytical skills, excellent organization, verbal, written and presentation skills. Experience teaching PMI curriculum; knowledge of Lean Six Sigma methodology; management of multi-disciplinary project teams. PMP Certification. Salary depends on experience. Must send resumes to careers@icmcvi.com.
<i>Job Title</i>	ACTIVITIES SUPERVISOR
<i>Order Number</i>	VI0015235
<i>Pay</i>	\$11 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for assisting the Activities Director with the overall operations of the Activities, Concierges, Beach, Pool, Sports and Children facilities, and Tour Desk, including maintaining high standards in all areas and services and operations. Catering/Sales & Party Planning experience a plus. Position requires flexibility with days and hours. Valid Health card & Hotel/Activities experience required. Fax resume' or apply in person.

Job Title	FOOD & BEVERAGE SUPERVISOR
Order Number	VI0015236
Pay	\$12 Hourly
Experience	12 months
Education	12
JobSummary	Responsible for overseeing the service in the Food & Beverage Outlet. Also responsible for assisting the manager with training, motivating and coaching the staff, and monitoring expenses and controlling labor costs. Position requires flexibility with days and hours. Valid Health card & Food & Beverage Supervisory experience required. Fax resume' or apply in person.

Job Title	CONTROL DESK JEWELRY SUPERVISOR
Order Number	VI0015247
Pay	\$33000 Annually
Experience	12 months
Education	12
JobSummary	Responsible for all incoming stock, repair and sculpture jobs in the shop. Tracks and maintains all job and gallery information needed to complete jobs. Must be able to running computer-generated reports as requested. Assists with internal requests for locating, distributing, updating and finalizing gallery, customer and stock jobs. Over see the inventory process of the shop and for team building and team communication of task. Take on specific projects as required by the supervisor and to work closely with management to achieve company goals. High School Diploma with some college with 1-2 years experience in supervisory and factory or manufacturing facility. Employer will to train. Work day are flexible between 7:30am-5:30pm. Salary is based on experience. Fax resume or email resume to nicole@gemvi.com.

Business and Finanacial Operations

Job Title	COMM. RELATIONSHIP OFFICER
Order Number	VI0014984
Pay	\$45000 Annually
Experience	60 months
Education	16
JobSummary	Responsible for develop and maintain credit and non-credit relationships with commercial clients, corporate accounts and potential clients. Render quality service in accordance with bank goals to attain growth, profitability and customer satisfaction. Manage customer relationships within assigned portfolio and regularly visit with clients and prospective clients to interview and analyze the customer's financial structure. Recommend products and/or applicable services to clients and prospective clients. Prepare loan reports for revision and approval of immediate supervisors and review and analyze commercial loan reports, non-performing and new loans direct liability and payments. Bachelor's Degree in Business Administration or least five years of related work experience in commercial credit. Position is Full-Time. Work Days are Monday-Saturday from 8:00am-5:00pm may vary. Required Police Report & Drug Test. Apply on line @ www.bancopopular.com. Fax or Email resume to reabraham@bppr.com.

Job Title	CONTROLLER
Order Number	VI0015128
Pay	\$35000 Annually
Experience	60 months
Education	16
JobSummary	Controller for multifaceted business entering date into system. Must be skilled in General Ledger, Accounts Receivable, Accounts Payable, Peachtree Accounting Software & Excel. Will also be involved in Tax Preparation. Bachelor's Degree, 5 years experience. Permanent, Part-time position, Mon, Wed & Fri, 8:30 am. - 5 pm. Salary commensurate with experience. Email resume to courtney@caribbeantravelusvi.com.

<i>Job Title</i>	CHIEF FINANCIAL OFFICER
<i>Order Number</i>	VI0015164
<i>Pay</i>	\$85000 Annually
<i>Experience</i>	60 months
<i>Education</i>	18
<i>JobSummary</i>	Provides leadership, guidance, technical expertise and team coordination to support implementation of the Court's strategic initiatives in the areas of fiscal management, budget analysis, financial reporting, fiscal control and auditing. A Master's Degree from an accredited college or university in Accounting, Finance, and/or Business Administration is required, supplemented by a minimum of 5 years of progressively responsible accounting and financial experience including a minimum of 3 years of management experience. Leadership experience in public sector financial management, budgeting, and fiscal analysis strongly preferred. a combination of other education and experience may be considered at the discretion of the Court. Certification in Public Accountant is strongly preferred. To apply, submit a Letter of Application, Employment Application (available at www.visupremecourt.org), Resume' and other relevant documents. Salary commensurate with education, experience and qualifications. Please see CSR for additional instructions.
<i>Job Title</i>	ASSISTANT FINANCIAL CONTROLLER
<i>Order Number</i>	VI0015188
<i>Pay</i>	\$19 Hourly
<i>Experience</i>	36 months
<i>Education</i>	16
<i>JobSummary</i>	Responsible for providing consistent leadership in the financial area of the hotel by supplying management with guidance and training. Must focus on the profitability of the business, maintaining accurate and timely financial reporting; ensure acceptable levels on internal control; ensure compliance with federal, state and local regulations; safeguard owners/investors assets. Master's Degree with 3-5 years experience. Drug testing required.
<i>Job Title</i>	MARKETING/BUSINESS SERVICES ANALYST
<i>Order Number</i>	VI0015203
<i>Pay</i>	\$30000 Annually
<i>Experience</i>	48 months
<i>Education</i>	16
<i>JobSummary</i>	Support the Marketing & Business Services team in all areas of service provided to internal and external clients. Areas of business service include: Marketing, Public Relations, Travel Services, Event Planning, and Community Initiative. College graduate; 4+ years experience in travel industry; Airline contract market share management; ARC reconciliation; knowledge of GDS systems; Sabre, Travelport, Amadeus; Basic knowledge of MS Excel; Excellent project management, writing & communications skills. Salary depends on experience. Must email resumes to careers@icmcvi.com.

<i>Job Title</i>	INTERNAL AUDITOR COMPLIANCE/MED CODING
<i>Order Number</i>	VI0015205
<i>Pay</i>	\$70000 Annually
<i>Experience</i>	36 months
<i>Education</i>	16
<i>JobSummary</i>	Primarily responsible for conducting audits of medical and corporate records as well as billing statements to verify patient charges, ensure proper documentation and identify compliance issues. Develop detailed audit plans and programs with regard to policy and procedures based on knowledge of applicable laws, rules, best practices, and regulations. Must possess adequate knowledge of legal documents and Medicare billing requirements, and the knowledge, skills and ability to interact with hospital insurance representatives to justify charges and minimize losses. Prior experience evaluating financial internal controls and designing internal control systems to ensure safeguarding of company assets is required. Additional responsibilities include planning and executing audits as assigned by the Director of Internal Audit. Bachelor's Degree and 3+ years of billing practice audits; Preferred RN, RHIT, CCS and or CCS-P. Must email resumes to: careers@icmcvi.com.
<i>Job Title</i>	SENIOR ASSOCIATE CREDIT MONITORING
<i>Order Number</i>	VI0015214
<i>Pay</i>	\$100000 Annually
<i>Experience</i>	24 months
<i>Education</i>	16
<i>JobSummary</i>	Responsibilities are monitoring and analyzing a diverse portfolio of debt and equity financings for middle market companies; quarterly valuations of portfolio companies, including P&L and balance sheet analysis and key financial and credit metrics; analysis of debt pricing; communicate with various deal professionals to obtain current knowledge of Portfolio company's business. Bachelor's degree; MBA not required, but a plus with 2 or more years of credit analysis experience. Work days are Monday-Friday. Position is Full-time. Fax Resumes.
<i>Job Title</i>	ACCOUNT EXECUTIVE
<i>Order Number</i>	VI0015251
<i>Pay</i>	\$43481 Annually
<i>Experience</i>	36 months
<i>Education</i>	16
<i>JobSummary</i>	Develops new prospects and interacts with existing customers to increase sales of products and/or services. Responsibilities include revenue accountability for a specified account base. Travel is required to cover assigned accounts. Familiar with a variety of the field's concepts, practices, and procedures. A wide degree of creativity and latitude is expected in building customer dependencies. Partner and develop relationships, collaborate and solve problems. Delivers value-added services to current and prospective customers. A minimum of 3 years of recent experience. Caribbean market experience preferred. PC Proficiency Word, Access, Excel, CRM & Outlook. Must possess skill sets and demonstrate proven experience developing, improving and streamlining processes to meet established goals and objectives. Requires the ability to effectively manage projects that may vary in nature and scope. Ability to drive and travel extensively by plane or car and work long hours when needed, including weekends. Bachelor's degree preferred. Must be U.S. work authorized. Must email resume' to resumes@crowley.com. Job available on St. Thomas & St. Croix.

Computer & Mathematical

<i>Job Title</i>	LIFE SKILL SERVICES
<i>Order Number</i>	VI0015070
<i>Pay</i>	\$9.11 Hourly
<i>Experience</i>	24 months
<i>Education</i>	12
<i>JobSummary</i>	Will provide direct support to adult residents with developmental, cognitive, and physical disabilities to improve their level of independence in the areas indicated by their individual care plans. These include general life, community and vocational skills. Will act as coaches to the residents in the areas of socialization and behaviors. Will monitor, train and assist as necessary, the residents in performance of their daily life skills including, but not limited to: cooking, housekeeping and other domestic skills, community interaction such as banking, accessing public transportation and utilizing other community resources. Will also provide transportation to the residents as required and assist the residents obtaining the necessary skills to secure gainful employment. Must have the ability to work with residents during stressful situations and maintain a calm, therapeutic manner. Maintain compliance with valid CPR/First Aid certification and Food Handler's Card. Ability relate well with other people and to deliver a high standard of customer service. Ability to lift physically disabled residents (minimum of 50 pounds). High school diploma with at least 2 years experience in residential care or related field. Must possess a valid VI Drivers License and be able to work shifts, evenings and overnight. Must fax or email resume' to mjosephlssvi@yahoo.com. Position is at Lutheran Social Services.

<i>Job Title</i>	SOFTWARE ENGINEER
<i>Order Number</i>	VI0015212
<i>Pay</i>	\$80000 Annually
<i>Experience</i>	60-120 months
<i>Education</i>	16
<i>JobSummary</i>	Expanding the capabilities of the CRM system and improving the overall efficiency of our operations by making a variety of tools, applications, and reports for our end users. Must be an expert in PHP and/or my SQL development. Strong web application design skills. Strong database skills, focusing on data odels. HTML, XHTML, CSS and JavaScript knowledge. Undergraduate degree in CS or a engineering-related field preferred. Excellent analytical and communication skills. Bachelor's Degree, 5-10 years experience, full-time position. Salary commensurate with experience. Must email resume to: humanresources@glacialenergy.vi.

Architecture and Engineering

<i>Job Title</i>	CREW CHIEF
<i>Order Number</i>	VI0015197
<i>Pay</i>	\$13 Hourly
<i>Experience</i>	60 months
<i>Education</i>	13
<i>JobSummary</i>	Must have the ability to work and lead survey and operate all instruments and data collector. Must be computer literate. Some College with 5-7 years experience. Work days are Monday-Friday between 7:30am-4:00pm. Email resume to visurvey@visurveyors.com or fax resume. Must call for an appointment.

Job Title	SENIOR NATURAL GAS SCHEDULER
Order Number	VI0015211
Pay	\$90000 Annually
Experience	36 months
Education	16
JobSummary	<p>Responsible for the scheduling of daily gas volumes with the interstate pipes and Local Distribution Company (LDC's) as well as monitoring pipeline operational issues. Will have day to day contact with interstate pipeline and LDC representatives to deal with operational and tariff issues. Will also be responsible for working with mid and back office to ensure proper data flow and working with front office personnel to ensure data capture to the designated accounting systems. Interpret and communicate scheduling/volumetric data and provide real-time updates to trading as required. Schedule/Route transactions, enter scheduling data into the system of record and validate transactions against pipeline nominations. Bachelor's Degree, 3 years retail natural gas scheduling experience. Strong interpersonal, communication and organizational skills. Detail oriented with basic computer skills. Ability to deal with deadlines on a daily basis. Mon-Fri, 8am-5pm. Must email resume to: humanresources@glacialenergy.vi.</p>

Legal

Job Title	DISCIPLINARY COUNSEL
Order Number	VI0015163
Pay	\$80000 Annually
Experience	72 months
Education	
JobSummary	<p>Responsible litigation and management position responsible for receiving, screen, investigating and as necessary prosecuting the complaints made against attorneys and judges. Work involves directing and supervising the day to day operations which is responsible for the disciplinary system in the United States Virgin Islands consistent with the Supreme Court of the Virgin Islands rules and the Commission on Judicial Conduct policies. A minimum of 6 years of increasingly responsible legal experience or at least 5 years experience in office management to include program planning, administration, budgeting and human resource experience. Reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity. Licensure and Certificate: Virgin Islands Bar membership in good standing. To apply, submit a Letter of Application, Employment Application (available at www.visupremecourt.org), Resume' and other relevant documents. Please see CSR for additional instructions.</p>

Job Title	REPORTER OF DECISIONS
Order Number	VI0015165
Pay	\$65000 Annually
Experience	120 months
Education	18
JobSummary	<p>Serves as the Court's legal editor and is responsible for the accurate and timely editing and publishing of opinions of the Supreme Court for publication in the official court reports and on the Internet. Work is performed with independence under the supervision of the Chief Justice and is reviewed through conferences, reports, and on the basis of results obtained. Law Degree and admission t the bar preferred in addition to demonstrated legal expertise, typically acquired through 10 or more years of directly related legal experience in the public or private sector. Experience as an editor of legal publications such as appellate court reports, legal treatises that include case law, or law reviews is preferred. A Master's degree or 2 years of graduate study in English, journalism, or related field my be substituted for up to 2 years of the required experience. Ability to communicate and experience working with a diverse population helpful. To apply, submit a Letter of Application, Employment Application (available at www.visupremecourt.org), Resume' and other relevant documents. Salary commensurate with education, experience and qualifications. Please see CSR for additional instructions. Location of position is St. Thomas or St. Croix.</p>

Education, Training and Library

<i>Job Title</i>	HEAD OF SCHOOL
<i>Order Number</i>	VI0015116
<i>Pay</i>	\$125000 Annually
<i>Experience</i>	120 months
<i>Education</i>	18
<i>JobSummary</i>	Responsible for administering the school's budget, managing risk, implementing policy, supervising administration, staff, programs and fundraising. Must have the visionary outlook on teaching and learning, the ability to deal diplomatically with students, parents, faculty, administrators, staff, trustees, alumni and donors. Must have exceptional teambuilding and communication skills and the ability to connect with young people, successful administrative and management skills. Work days are Monday-Sunday. Bachelor's/Master's Degree with 10 years experience. Application must include a letter of introduction with your educational philosophy, and the names of five reference (who will not be contacted without the consent of the applicant) should be forwarded in confidence to the chairman of the School's Search Committee Juanita Young @ antillesheadsearch@gmail.com.

Arts, Design, Entertainment, Sports and Media

<i>Job Title</i>	GRAPHIC DESIGNER
<i>Order Number</i>	VI0015097
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	36-48 months
<i>Education</i>	14
<i>JobSummary</i>	Produces visual solutions to the communication needs of clients, using a mix of creative skills and commercial awareness. Need imaginative flair, awareness of current fashions in the visual arts, working knowledge of the latest computer packages and an understanding of material costs and time limits, all of which can impact on the design. Must use innovation to redefine a design brief and meet the constraints of cost, time, client and multi-tasking. Work well as a team, with printers, copywriters, photographers, other designers, account executives, website designers and marketing specialists; working to meet tight deadlines and proactive in presenting their ideas and designs to prospective customers. Associate's Degree with 3 to 4 years experience. Position is full-time; work days are Monday-Sunday. Email resumes to smoothkreationz@hotmail.com.

<i>Job Title</i>	GRAPHIC RETAILER/INSTALLER
<i>Order Number</i>	VI0015098
<i>Pay</i>	\$7.75 Hourly
<i>Experience</i>	12-24 months
<i>Education</i>	13
<i>JobSummary</i>	Create and install artwork and vinyl signage. Must be knowledgeable of Vector Graphic software, as well as, proficient with power tools, measurements and woodworking. Excellent written and oral communication skills necessary. Must be able to work under pressure and meet deadlines, proficient, and able to follow in-house product creation process. High School Diploma with Some College with 1 to 2 years experience. Position is part-time; work days are Monday-Sunday minimum of 25 hours a week required. Email resumes to smoothkreationz@hotmail.com.

<i>Job Title</i>	WEB/GRAPHIC DESIGNER
<i>Order Number</i>	VI0015109
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	24-36 months
<i>Education</i>	13
<i>JobSummary</i>	Must be knowledgeable in web and graphic design protocols & software. Must be able to work independently and under pressure. Some College and 2-3 years experience. Full-time position. Must fax resume' or call for appointment.

<i>Job Title</i>	INSTRUCTIONAL DESIGNER
<i>Order Number</i>	VI0015201
<i>Pay</i>	\$60000 Annually
<i>Experience</i>	60 months
<i>Education</i>	16
<i>JobSummary</i>	Provides ICMC's corporate university team with a complex range of instructional design and technological development activities and is required to have thorough knowledge and understanding of the principles of adult and student learning. Primary responsibilities include: conducting needs assessments, designing curriculum based on standards aligned with corporate business goals. Integrate multiple delivery methods in the learning process. This position requires solid technical skills in instructional design that meet the requirements of the adult learner in both classroom and distance learning settings. Verifiable knowledge and experience with e-learning authoring tools, online survey tools, HTML and Java Scripting as well as MS Office (Word, Excel, PowerPoint, Outlook) is required. Masters degree in Instructional Design/Educational Technology; 5-10 years experience in instructional design with a healthcare corporate university. Salary depends on experience. Must email resumes to: careers@icmcvi.com.

<i>Job Title</i>	DRAFTSPERSON
<i>Order Number</i>	VI-0019-1-11
<i>Pay</i>	\$20000 Annually
<i>Experience</i>	0-60 months
<i>Education</i>	13-14
<i>JobSummary</i>	Will draft plans to desiners specifications. Will have some project management duties as well as CAD operator. Employer is seeking a motivated person to work in a small company design environment. Person should be computer literate with experience in CAD, Autocad, Sketchup etc. Some College or Associate's Degree; 0-5 years experience. Part-time or full-time position, Monday - Friday. Job starts in April. Must email resume' to kirst@feddersendesign.com.

Protective Services

<i>Job Title</i>	SECURITY PERSONNEL
<i>Order Number</i>	VI0015081
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	24 months
<i>Education</i>	12
<i>JobSummary</i>	Will be working in the surveillance room monitoring surveillance cameras. Must have at least 2 years experience in security dealing with surveillance. Prior experience is required and must be willing to relocate & work flexible shifts. Part-time position available.

Food and Lodging

<i>Job Title</i>	GUEST SERVICE AGENT
<i>Order Number</i>	VI-0008-1-11
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for providing attentive, courteous and efficient service to all guests during check-in, throughout their stay, and at checkout, while maximizing room revenue and occupancy. High school diploma/GED, 1 year previous hotel/front desk experience; full-time & part-time positions. Resume' must be faxed or candidate can apply in person from 10 am. - 4 pm. Benefits available for full-time only.

<i>Job Title</i>	COOK I, SUSHI
<i>Order Number</i>	VI0014986
<i>Pay</i>	\$17.35 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Maintain kitchen logs for food safety program compliance. Monitor stock of kitchen supplies and food. Determine how food should be presented, and create decorative food displays. Monitor the quality of food that is prepared and the portions that are served. Set-up and break down work station. Prepare ingredients for cooking, including portioning, chopping, and storing food. Pull food from freezer storage to thaw in the refrigerator. Weigh, measure, and mix ingredients according to recipes or personal judgment. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Monitor food quality while preparing food. Move, lift, carry, push, pull and place objects weighing less than 25 pounds without assistance. Valid Health Card required. High School Diploma with 1 year experience. Able to work a flexible shift. Full-time position. Must apply on line at careers.ritzcarlton.com.
<i>Job Title</i>	COOK II CULINARY
<i>Order Number</i>	VI0015010
<i>Pay</i>	\$12.75 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Must be able to plan, prep, set-up and provide quality service in all areas of food production for breakfast, lunch and dinner menu items and specials in the designated outlets in accordance with standards and plating guide Valid Health Card required. High School Diploma with 1 year experience. Able to work a flexible shift. Full-time position. Must apply on line at careers.ritzcarlton.com.
<i>Job Title</i>	LINE COOK
<i>Order Number</i>	VI0015064
<i>Pay</i>	\$7.75 Hourly
<i>Experience</i>	36 months
<i>Education</i>	14
<i>JobSummary</i>	Prepare ingredients for cooking, including portioning, chopping, and storing food. Wash and peel fruits and vegetables. Must be able to work multiple stations include fry, sautee and grill. High School Diploma/Associate's Degree with 3 to 4 years experience. Employer willing to train. Must have a valid VI Driver's License and Health Card. Work days Monday, Wednesday and Sunday. Candidate can apply in person.
<i>Job Title</i>	COOK
<i>Order Number</i>	VI0015115
<i>Pay</i>	\$12.55 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Prepare ingredients for cooking, including portioning, chopping, and storing food. Wash and peel fresh fruits and vegetables. Weigh, measure and mix ingredients. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. prepare cold foods. Operate ovens, stoves, grills, microwaves, and fryers. Test foods to determine if they have been cooked sufficiently. Monitor food quality while preparing food. Set-up and break-down station. Serve food in proper portions onto proper receptacles. Wash and disinfect kitchen area, tables, tools, knives, and equipment. Move, lift, carry, push, pull and place objects weighing less than or equal to 25 pounds without assistance. High School Diploma, 1 year experience. Valid health card and drug testing required. Hours flexible. Must apply on-line at careers.marriott.com.

<i>Job Title</i>	BELLSTAND ATTENDANT
<i>Order Number</i>	VI0015157
<i>Pay</i>	\$8.15 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Greet and escort guests to rooms. Open doors and assist guests/visitors entering and leaving property. Inform guests of property amenities, services and hours of operation, and local areas of interest and activities. Assist guests in and out of vehicles. Transport guest luggage to and from guest rooms and/or designated bell area. Assist with luggage storage and retrieval. Supply guests with directions. Assist individuals with disabilities. Move, lift carry, push, pull and place objects weighing less than or equal to 50 pounds without assistance. Must have valid VI Health Card. Apply on line careers.ritzcarlton.com.
<i>Job Title</i>	BELLMAN/SHUTTLE DRIVER
<i>Order Number</i>	VI0015181
<i>Pay</i>	\$8.5 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Assist with check-in/check-out process and accommodating guest during their stay. Must be attentive, efficient, and courteous. High School Diploma with 1-3 years experience. Drug testing required. Flexible and long hours may be required at times.
<i>Job Title</i>	FLOOR/CARPET TECHNICIAN
<i>Order Number</i>	VI0015182
<i>Pay</i>	\$10 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for a variety of tasks in relation to the cleaning and maintenance of floors. High School Diploma with 1 year experience. Valid VI Driver's License and drug testing required. Flexible hours & days.
<i>Job Title</i>	ACTIVITIES CONCIERGE/KIDS CLUB
<i>Order Number</i>	VI0015183
<i>Pay</i>	\$8.5 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for creating a welcoming first impression and providing current information about resort sponsored activities, entertainment, local area attractions and events. Will also be responsible for greeting guests, assisting with questions, and providing recommendations and reservations for restaurants, attractions and events. Responsible for ensuring guest safety in the pool and beach areas and for providing hospitable childcare, entertainment and recreational options for all ages. Some college, 1 year experience; valid V.I. driver's license & drug testing required. Full-time, shift positions available.
<i>Job Title</i>	BARTENDER
<i>Order Number</i>	VI0015184
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for set up bar area, mix drinks for guests and servers, maintain service and cleanliness of bar area, and control liquor inventory. High School Diploma with 1 year experience. Valid V.I. Health card and drug testing required. Flexible and long hours and plus tips.

<i>Job Title</i>	POOL BAR ATTENDANT
<i>Order Number</i>	VI0015189
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for preparing and serving beverage items for both guests and beverage servers in an attentive courteous and efficient manner. Must maintain the beverage par levels through daily requisitions. High School Diploma with 1-3 years experience. Valid VI health card and drug testing required. Work days/hours flexiable plus tips.
<i>Job Title</i>	HOUSEKEEPING ROOM INSPECTOR
<i>Order Number</i>	VI0015190
<i>Pay</i>	\$8 Hourly
<i>Experience</i>	36 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for overseeing the cleaning of guestrooms by housekeeping staff. Must ensure that the rooms are maintained to set standards of cleanliness and are ready in a timely manner for guest accomodatins. High School Diploma with 3-5 years experience. Drug testing required.
<i>Job Title</i>	COOK II
<i>Order Number</i>	VI0015206
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	36 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for preparing all food items, based on standardized recipes, for the Restaurants, Room Service, Employee Cafeteria and Banquets, while maintaining the highest standards to produce an appealing and appetizing product. Will be responsible for cleanliness, sanitation, and safety in the kitchen and storage areas. Flexible and long hours required. Valid V.I. Health Card, High School Diploma with 3 years experience hotel/restaurant.
<i>Job Title</i>	COOK I
<i>Order Number</i>	VI0015207
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	12 months
<i>Education</i>	13
<i>JobSummary</i>	Responsible for preparing all food items based on standardized recipes for the Restaurants, Room Service, Employee Cafeteria and Banquets, while maintaining the highest standards to produce an appealing and appetizing product. Also responsible for ensuring the cleanliness, sanitation and safety in the kitchen and work areas while minimizing waste and maximizing cost/production ratio. Flexible and long hours sometimes required, High School Diploma with 3 years Hotel/Restaurant experience. Valid V.I. Health card.
<i>Job Title</i>	COOK III
<i>Order Number</i>	VI0015208
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for preparing all food items based on standardized recipes for the Restaurants, Room Service, Employee Cafeteria and Banquets, while maintaining the highest standards to produce an appealing and appetizing product. Also responsible for ensuring the cleanliness, sanitation and safety in the kitchen and work areas while minimizing waste and maximizing cost/production ratio. Flexible and long hours sometimes required, High School Diploma with 3 years Hotel/Restaurant experience. Valid V.I. Health card.

<i>Job Title</i>	EXECUTIVE SOUS CHEF
<i>Order Number</i>	VI0015209
<i>Pay</i>	\$45000 Annually
<i>Experience</i>	60 months
<i>Education</i>	13
<i>JobSummary</i>	Responsible for coordinating, supervising, and directing all aspects of the hotel's food production, while maintaining profitable F & B operations. Will be expected to provide training to staff. Meet corporate quality standards. Assist in establishing and enforcing food specifications, portion control, recipes, and sanitation. Will also be responsible for controlling food and labor costs while maximizing guest satisfaction. Flexible days and hours. Associate's Degree, 3 years hotel/restaurant, Valid V.I. Health Card required.
<i>Job Title</i>	HOUSEPERSON
<i>Order Number</i>	VI0015227
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for maintaining the cleanliness of guest corridors, elevators and all assigned areas. He/she Also responsible for delivering items to guest rooms (luggage, irons, coffee, etc.) Position requires flexibility with days and hours. Full-time position. Background Check,Drug Test and Valid VI Health Card required.
<i>Job Title</i>	ROOM ATTENDANT
<i>Order Number</i>	VI0015228
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Will be responsible for maintaining clean and attractive guest rooms, while providing attentive, courteous, and efficient service to guests. Must be able to work flexible and long hours. Must also be able to lift up to 50 pounds, and stand for a long period of time. Background Check,Drug test and Valid VI Health Card required.
<i>Job Title</i>	RESERVATIONS SALES AGENT
<i>Order Number</i>	VI0015229
<i>Pay</i>	\$10 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Handle reservations, inquiries, and cancellations in an attentive, courteous and efficient manner. Quote available rates to maximize room revenue in according with established standards. Participate in monthly meetings. High School Diploma with 1 year Hotel Front Office/Reservation experience. Background Check Drug test and Valid VI Health Card required.
<i>Job Title</i>	SERVER
<i>Order Number</i>	VI0015232
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for providing timely, courteous service with guest satisfaction as the primary goal. He/she is responsible for promotion of specials and up selling. Flexible days & hours. Valid VI Health Card, background check and drug test is required.

<i>Job Title</i>	BUSSER
<i>Order Number</i>	VI0015233
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for assisting the servers in providing the highest quality service possible to guests while maintaining the highest standards of cleanliness and sanitation throughout the hours of operation. Must insure that all tables are kept clean and presentable with clean china, glassware, silverware and linen. Position requires flexibility with days and hours. Valid Health card & Food and Beverage experience required. Fax resume' or apply in person.

<i>Job Title</i>	FOOD RUNNER
<i>Order Number</i>	VI0015234
<i>Pay</i>	\$9 Hourly
<i>Experience</i>	months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for ensuring the restaurant area is clean and well stocked with food and related items. Positions required flexibility with days and hours. Valid Health Card required. Fax resume' or apply in person.

<i>Job Title</i>	HOSTESS/SERVER
<i>Order Number</i>	VI-0029-1-11
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	24 months
<i>Education</i>	13
<i>JobSummary</i>	Ability to greet customers, describe daily food specials, make accurate change, process credit card transactions and cash. Knowledgeable about food & wine; ability to up sell menu items, prolonged standing; Ability to lift, carry up to 25 lbs. Some college with 2 years customer service/sales experience. Valid V.I. Health Card,; Part-time & full-time positions; Shifts 10 am - 6:30 pm, 3:30 pm - 10:30 pm. Flexible days. Tips included in salary. Can call for appointment or can apply in person after 9:30 am.

Building and Grounds Cleaning and Maintenance

<i>Job Title</i>	PROPERTY MAINTENANCE ASSISTANT
<i>Order Number</i>	VI0015159
<i>Pay</i>	\$25000 Annually
<i>Experience</i>	12-24 months
<i>Education</i>	12
<i>JobSummary</i>	Will carry out the maintenance of all office facilities, inspecting buildings and property for maintenance and repair purposes. Duties include but not limited to moving furniture, light construction, painting, exterior clean-up, landscaping, and collaboration with outside contractors on facility, grounds and equipment repairs. High School Diploma or equivalent, 1-2 years experience in building/property maintenance preferred. Familiarity with all aspects of property maintenance: plumbing, electrical, carpentry, and painting. Ability to lift 50-75 pounds; Valid USVI driver's license; Solid verbal communications skills; Visual acuity and manual dexterity required. Salary depends on experience. Must email resumes to: careers@icmcvi.com.

<i>Job Title</i>	POOL MAINTENANCE TECHNICIAN
<i>Order Number</i>	VI0015185
<i>Pay</i>	\$12 Hourly
<i>Experience</i>	36 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for cleaning and maintaining all pools and related areas to the highest standard. Report queries or concerns to Pool Maintenance Supervisor/Water Treatment Manager. High School Diploma with 3-5 years experience. Drug testing required. Flexible and long hours sometimes required.

Personal Care, Personal Service and Gaming

<i>Job Title</i>	SALON ASSISTANT
<i>Order Number</i>	VI0015045
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Must be able to assist in all areas of the salon including answering the telephone, making appointments, cleaning, shampooing, conditioning, setting and wrapping, etc. Must have excellent customer service skills. High School Diploma; prefer experience. Positions are full-time & part-time; salary/commission base on experience. Work days are Tuesday & Thursday from 9:00am-3:00pm, Wed & Fri 11:00am-8:00pm, Saturday varies. Candidates can apply in person Tuesday-Saturday.

<i>Job Title</i>	MASSAGE THERAPIST
<i>Order Number</i>	VI0015155
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Provide massage services to guests using props and/or products. Assess guest needs and inquire about contraindications (e.g., allergies, high blood pressure, pregnancy) before beginning service. Escort guests to and from treatment rooms. Arrange workstation, treatment room, and drapes, and check with guest to ensure guest comfort and safety throughout service. Promote and sell spa/salon services. Clean, maintain, and sterilize tools. Maintain cleanliness of workstation and treatment room throughout shift, dispose of trash and dirty linens, and secure supplies and equipment at the end of each shift. Monitor and stick to time schedule throughout the day. Handle inappropriate guest behavior by stopping service and informing supervisor/manager. Maintain current licensure in service area. Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Welcome and acknowledge all guests according to company standards; anticipate and address guests service needs; thank guest with genuine appreciation. Speak with others using clear and professional language. Develop and maintain positive working relationships with others. Stand, sit, or walk for an extended period of time;grasp, turn, and manipulate objects of varying size and weight. Move, lift, carry, push, pull, and place objects weighting less than or equal to 10 pounds without assistance. Perform other reasonable job duties as requested by Supervisors. Must have valid VI Health Card. Apply on line careers.ritzcarlton.com.

<i>Job Title</i>	HAIR TECHNICIAN
<i>Order Number</i>	VI0015160
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Must be able to relax, style, cut, color, shampoo, condition, weave, twist and braid hair etc. Must have excellent customer service skills. Must have beautician license. High School Diploma; prefer experience with cosmetology, but employer willing to train. Positions are full-time & part-time; salary/commission base on experience. Work days are Tuesday & Thursday from 9:00am-3:00pm, Wed & Fri 11:00am-8:00pm, Saturday varies. Candidates can apply in person Tuesday-Saturday.

Sales and Related

<i>Job Title</i>	SALES REPRESENTATIVE
<i>Order Number</i>	VI0015125
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for selling musical instruments, paraphernalia, books, CDs, taking inventory. Must be computer literate and be able to use an adding machine, can lift boxes with merchandise, be pleasant and have good communication skills. Be able to interact with customers, work from 9:00am-6:00pm, Holidays & Sundays; bilingual a plus and be able to work overtime periodically. Valid V.I. driver's license a plus just in case if employer want them to run an errand. Must fax resume' and call for appointment.

<i>Job Title</i>	CASHIER
<i>Order Number</i>	VI0015133
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Receive and disburse money using an electronic scanner and assist with bagging customer groceries. Perform other duties as required. Must be willing to work flexible hours. Good customer service skills necessary. Employer is willing to train. Employment Test is required. Part-time position.

<i>Job Title</i>	OUTSIDE SALESPERSON
<i>Order Number</i>	VI0015149
<i>Pay</i>	\$7.5 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Visit established accounts to sell and promote merchandise our various lines of groceries, such as candies, beverages, and pharmaceuticals. Must have own transportation, good handwriting and good with figures. Valid V.I. Driver's License required. Employer will pay mileage for use of vehicle. Work days are Mon-Fri 8:00am-5:00pm. Resumes can be fax or candidae can apply in person 9:00am-4:00pm.

Office and Administrative Support (Clerical, Secretarial & Office)

<i>Job Title</i>	ESTHETICIAN
<i>Order Number</i>	VI0014929
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	Provide waxing and skincare services to guests. Assess guest needs, inquire about contraindications, and examine skin, hair, or nails to evaluate condition, appearance, and appropriateness of scheduled service. Determine and advise guests on proper skin, hair, or nail care and recommend home care regiments. Promote and sell spa/salon services and retail products. Escort guests to and from treatment rooms. Set up workstation and/or treatment room with necessary products, equipment and supplies to ensure guest comfort and safety. Clean, maintain, and sterilize tools. Monitor and stick to time schedule throughout the day. Able to work a flexible shift. Customer service experience; previous experience preferred. Must apply on line @ careers.ritzcarlton.com.

<i>Job Title</i>	BANK REPRESENTATIVE
<i>Order Number</i>	VI0014979
<i>Pay</i>	\$15000 Annually
<i>Experience</i>	12 months
<i>Education</i>	13
<i>JobSummary</i>	Responsible for the accurate processing of paying and receiving transactions while providing courteous, timely and informative service to ensure customer satisfaction. Emphasis is placed on identifying clients needs and insuring customers receive a positive impression of the organization. Strong oral, written, presentation, and analytical skills. Must be computer literate and able to multi-task. High School Diploma/Some College with one year or 30 credits approved from an accredited university in Business Administration. Position is Full-Time. Work Days are Monday-Saturday. Required Police Report & Drug Test. Part-time & Full-time positions. Apply on line @ www.bancopopular.com. Fax or Email resume to reabraham@bppr.com.

<i>Job Title</i>	SERVICE REPRESENTATIVE
<i>Order Number</i>	VI0015131
<i>Pay</i>	\$8.75 Hourly
<i>Experience</i>	06 months
<i>Education</i>	12
<i>JobSummary</i>	Provides efficient and effective service to the Branch clients, satisfying their needs and complying with all the applicable programs, policies, procedures and regulations. Attends and serves clients by receiving and disbursing monetary values. Process monetary transactions, including but not limited to cashing checks and money orders, deposits and withdrawals to savings and checking accounts; cash advances. Performs mechanized transactions/entries to the organization's informational systems, including but not limited to daily tallies and debits/credits. Ability to speak and comprehend the English language. Knowledge of banking laws and regulations, ability to work as a member of a team, customer service orientation and towards working with numbers. High School Diploma, 6 months experience as client service or bank teller. Ability to work flexible and non-traditional hours, including Saturday, Sunday and holidays. Applicants must apply @ www.firstbankvi.com.

Construction and Extraction

<i>Job Title</i>	CARPENTER
<i>Order Number</i>	VI0015237
<i>Pay</i>	\$12 Hourly
<i>Experience</i>	60 months
<i>Education</i>	12
<i>JobSummary</i>	Construct, erect, install, and repair structures and fixtures of wood, plywood, and wallboard, using carpenter's hand tools and power tools. Follow established safety rules and regulations and maintain a safe and clean environment. Part-time position requires flexibility nights & weekends; 5 years Carpentry experience required. Salary based on experience. Fax resume' or apply in person.

<i>Job Title</i>	ELECTRICIAN
<i>Order Number</i>	VI0015244
<i>Pay</i>	\$15 Hourly
<i>Experience</i>	60 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem. Inspect electrical systems, equipment and components to identify hazards, defects, and the need for adjustment or repair and to ensure compliance with codes. Advise management on whether continued operation of equipment could be hazardous. Test electrical systems and continuity of circuits in electrical wring, equipment and fixtures using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. Maintain current electrician's license or identification card to meet governmental regulations.

Installation, Maintenance and Repair

<i>Job Title</i>	HEAVY EQUIPMENT MECHANIC
<i>Order Number</i>	VI0015250
<i>Pay</i>	\$17.19 Hourly
<i>Experience</i>	36 months
<i>Education</i>	12
<i>JobSummary</i>	Perform preventative maintenance. Troubleshoot electrical and hydraulic systems. Perform repairs on engines and transmissions. Repair fuel tanks. Change crane cables. Other duties assigned by manager/supervisor. Valid V.I. driver's license, own tools, 3 years experience, and High school diploma required. Mon - Sun, as scheduled, full-time position. Resume' must be faxed or email to jgrey@tropical.com.

Transportation and Material Moving

<i>Job Title</i>	FORKLIFT DRIVER
<i>Order Number</i>	VI0015100
<i>Pay</i>	\$10.4 Hourly
<i>Experience</i>	24 months
<i>Education</i>	12
<i>JobSummary</i>	Must be able to driver an electrical stand up rider forklift and responsible for dropping all pallets signed on drop list. Must pass drug test. High School Diploma with 2 years experience required. Work Days are flexible. Full-Time position. Candidate can apply in person at the membership desk to complete company application.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title	INCOME AUDITOR
Order Number	VI-0013-1-11
Pay	\$15 Hourly
Experience	36 months
Education	12
JobSummary	Supervising the Night Auditors and ensures that the work of the audit has been correctly performed. Verifies all reports as to accuracy of revenues and cash/credit card settlements. Balances and settles credit cards as needed. Obtains resolution for cash shortages or overages. Reviews and analyzes all adjustments to revenue rebates to guests, paid outs and miscellaneous charges, identifies and resolves anomalies. Prepares inputs to the monthly Income Journal. Must possess a minimum High School Diploma or equivalent. Hotel/College experience preferred; at least 3 years experience in Hotel Front Office or Hotel/Restaurant accounting is required. Knowledge of general business systems (i.e. Word, Excel) and systems (i.e. Work, Excel etc.) and Property Management Systems (i.e. Fidelio. OPRA) is required. Must have a degree of professional integrity, and be able to work safely and effectively and efficiently. Must have skills in database, spreadsheet or other accounting applications. Must possess excellent oral and written communication skills to interact with people of diverse cultures. Multilingual abilities a plus. Part-time position. Job is on St. John.

Job Title	CLIENT SERVICE REPRESENTATIVE
Order Number	VI-0025-1-11
Pay	\$10 Hourly
Experience	24 months
Education	13
JobSummary	Open and process new accounts; operates teller window; Sells and/or refers bank's products and services; research and answer customer inquiries. Assists with scanning of daily work. Meet and greet clients. Outgoing and sales-oriented personality. Some college required. 2 years banking/cashier/teller experience. Part-time position, Mon -Fri. Fax or email resumes @ desireeburton@mcbvi.com.

Job Title	OFFICE CLERK
Order Number	VI-0036-1-11
Pay	\$7.5 Hourly
Experience	0 months
Education	12
JobSummary	Responsible for answering phone, providing excellent customer service and filing forms. High School Diploma no experience required. Employer willing to train. Work days are Mon-Fri hours are negotiable; position is part-time. Resumes can be fax or email to ethlyn@evtmcpa.com.

Production

Job Title	CAKE DECORATOR
Order Number	VI-0021-1-11
Pay	\$10 Hourly
Experience	24 months
Education	12
JobSummary	Prepare the ingredients for production. Bake and pack the products according to the demand following the correct standards. Select the merchandise to be utilized for the preparation of the products. Place the labels on the products. Remove the expired products. Ensures availability of products at all times. Checks if products are well displayed. Alternate existing products. Re-pack the products as needed. Clean work area and turn lights off. Place all utensils and equipment used in its proper location. Must pass drugs testing. Valid V.I. Health Card required. Part-time position, 2 years experience as a Chef, High School Diploma. Must apply at store during work hours.

<i>Job Title</i>	PRODUCE CLERK
<i>Order Number</i>	VI-0038-1-11
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	0 months
<i>Education</i>	12
<i>JobSummary</i>	Must be able to receive products, prepare, weights, price, package produce and keep the produce rack rotated and filled to ensure customer requirements are met, and build customer loyalty by providing exemplary customer service. Ability to read and follow instructions, verbal and written communication skills with basic math. Must be able to lift 50lbs, bend, twist, grasp, reach, push, pull, and use repetitive motion. Ability to visually inspect product for quality work in cold and damp area. Valid Health Card required. Work days are Monday-Friday, Saturday and Sunday flexible hours. Part-time position. Employer is willing to train.

<i>Job Title</i>	BAGGER
<i>Order Number</i>	VI-0039-1-11
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	0 months
<i>Education</i>	12
<i>JobSummary</i>	Package by hand items purchased by customers, as well as transport the bagged items to customer's vehicle. Also assist where is needed. Work days are Monday-Friday, Saturday and Sunday flexible hours. Part-time position. Employer is willing to train.

Management

<i>Job Title</i>	ENGINEER OFFICE MANAGER
<i>Order Number</i>	VI-0003-1-11
<i>Pay</i>	\$30000 Annually
<i>Experience</i>	12 months
<i>Education</i>	12
<i>JobSummary</i>	<p>Responsible for overseeing office employees and completing more complex administrative duties, such as billing, pricing or payroll, hire new employees, evaluate job performances and implement corporate administrative policies. Managing all engineering operations for building and plant maintenance and protection, grounds landscaping and maintenance, maintenance of guest rooms and public space and energy conservation. Works with hotel leadership team to develop and implement strategies that will deliver products and services, which meet or exceed the needs and expectations of guests and associates. The Engineering Manager also supports the General Chief Engineer. Shifts available; full-time position. Must apply on-line @ careers.marriott.com.</p>
<i>Job Title</i>	ASSISTANT STORE MANAGER
<i>Order Number</i>	VI-0005-1-11
<i>Pay</i>	\$30000 Annually
<i>Experience</i>	24-36 months
<i>Education</i>	12
<i>JobSummary</i>	<p>Responsible for developing and implementing store market plan based on market conditions, store mission and financial/budget. Conducting periodic market research studies to assist in developing marketing plans and strategies for the store include profiling key competition in the market, visit competition, conduct competitive product testing and comparisons strengths and weakness. Profiling potential customers by type and estimated sales volume and obtaining master and product specification with architects and engineers. High School Diploma with 2-3 years experience in customer service/sales and knowledge on paint a plus. Work days are Monday-Saturday; shift days; position full-time. Must fax or email resumes to mark.gwizdalski@sherwin.com.</p>
<i>Job Title</i>	ENGINEERING MANAGER
<i>Order Number</i>	VI-0011-1-11
<i>Pay</i>	\$40000 Annually
<i>Experience</i>	84-120 months
<i>Education</i>	13
<i>JobSummary</i>	<p>Responsibilities include but not limited to hiring, training, coaching, counseling, and consistent team building, and directing the engineering team and oversee the total maintenance and repair activities for the entire facility, including public areas, guest rooms, utilities, landscaping, stocking materials, solid waste removal and recycling. Responsible for developing proactive maintenance strategies while managing budget/cost control, customer relationships, guest and employee safety, and staff development. Shall also assume full responsibility for the management of the departmental budgets and for the direct supervision of the Engineering staff and indirect supervision of the Groundskeeping staff, including, but not limited to, staff selection, coaching, counseling and corrective action. Must possess a minimum of 7 to 10 years experience in facilities and engineering management, decision maker with ability to work under pressure, exceptional interpersonal/interaction skills, exemplary oral and written communications, multilingual skills as definate plus, computer literacy and proficiency required, formal training in at least one area or discipline of Facility Management. Committed to follow through on obligations and to learn success. Some college required. Full-time position. Resume' requested. Can apply Mon - Fri. 9 am - 12 noon. Job is on St. John.</p>

<i>Job Title</i>	PROJECT MANAGER
<i>Order Number</i>	VI-0012-1-11
<i>Pay</i>	\$45000 Annually
<i>Experience</i>	84-120 months
<i>Education</i>	13
<i>JobSummary</i>	<p>Responsibilities include but not limited to directing the Capital Expenditures and oversee the total construction and projects activities for the entire facility, including public areas, guestrooms, utilities, landscaping, stocking of materials, shipyard, equipment and special projects. Responsible for developing proactive project management strategies while performing office and field work involving the inspection of construction projects to determine progress and contractor's compliance with specifications. Will manage budget/cost control, customer relationships, guest and employee safety, training, staff development, coaching, counseling, and corrective action. Will also assume responsibility for the management of the capital improvement budgets including the planning, scheduling, execution and the direct supervision of employees, the contractor, and contractor's staff. A College Degree in Engineering/Construction or equivalent professional experience; possess operations experience in facilities and engineering management, effective decision maker with ability to work under pressure. Exceptional interpersonal/interaction skills, exemplary oral and written communications skills, multi-lingual skills a definite plus. Computer literacy and proficiency required. Committed to follow through on obligations, and to team success, formal training in at least one area or discipline of Facility Management, Bachelor of Science in Engineering degree, extensive resort and hospitality experience; 7 to 10 years experience. Full-time position. Job is on St. John.</p>
<i>Job Title</i>	LEAD ARCHITECT & PROGRAM MANAGER
<i>Order Number</i>	VI-0015-1-11
<i>Pay</i>	\$90000 Annually
<i>Experience</i>	60-96 months
<i>Education</i>	16
<i>JobSummary</i>	<p>A Member of a multi-disciplined team that pursues opportunities for long-term innovation. Accountable for researching technological opportunities, analyzing organizational challenges, developing a pipeline of innovative solutions to help grow and/or improve business, as well as, lead multi-disciplined software development teams through all phases of software development. Bachelor's Degree in the field of computer science, computer engineering, or in the clinical field; 5-8 years experience in field or related area. Hands on experience working with emerging technologies and delivering proof-of-concept projects. Full-time position. Salary depends on experience. Must email resume' to careers@icmcvi.com.</p>
<i>Job Title</i>	DIRECTOR, INFRASTRUCTURE & SECURITY
<i>Order Number</i>	VI-0016-1-11
<i>Pay</i>	\$90000 Annually
<i>Experience</i>	120+ months
<i>Education</i>	16
<i>JobSummary</i>	<p>Develops and maintains the high-level design plan for the overall logistical and technical IT architecture. In addition, this position is responsible for ensuring a secure data environment in compliance with established guidelines, providing technical leadership and consulting services across the Company, and for gaining organizational commitment for all infrastructure plans. Will also initiate and participate in major IT projects in order to evaluate technologies and implementation plans. Bachelor's degree in Business Administration, Management, or Information Technology; 10+ years of IT experience, with 5-8 years experience in leading an infrastructure team; 5+ years experience in managing primarily large-scale IT projects; 3+ years work experience within a multi-facility healthcare organization; Proven experience in developing strategic plans; Strong background in disaster recovery planning and documentation. Full-time position. Salary depends on experience. Must email resume' to careers@icmcvi.com.</p>

Job Title	CHIEF INFORMATION OFFICER (CIO) ADVANCED TECHNICAL
Order Number	VI-0017-1-11
Pay	\$100000 Annually
Experience	120+ months
Education	18
JobSummary	Provides technology vision and leadership in the development and implementation of the information technology (IT) program. Provide leadership to and is accountable for the performance of a high level multi-disciplined technical workforce that pursues opportunities for the technical advancement of the Company and its customers. Plans, organizes, and manages staff and overall operations to ensure the stable operation of the organization's IT Infrastructure. This includes developing, maintaining, supporting, and optimizing key functional areas; particularly network infrastructure, server infrastructure, telecommunications, data center (s), enterprise hardware devices, and general infrastructure systems. This may include technical research, proof of concepts, production pilots and developing custom solutions. Bachelor's Degree, Master's degree or PHD in computer science or related degree Healthcare and hospital and/or clinical experience is required.; 10+ years experience in developing multiple-tier architectures, designing and integrating large-scale, complex systems across multiple platforms, configuration planning, standards development and technology discovery with demonstrated achievement and progressive responsibilities. Work requires professional written and verbal communication and interpersonal skills. Experience developing, negotiating and executing IT vendor contracts and strategic relationships. Prior experience managing an IT department. Full-time position. Salary depends on experience. Must email resume' to careers@icmcvi.com.

Job Title	RECREATION SUPERVISOR
Order Number	VI-0028-1-11
Pay	\$14.5 Hourly
Experience	12-24 months
Education	12
JobSummary	Create recreational activity agendas and advertisements using publishing software. Conduct inventory of supplies, materials, and equipment and inform manager of low supply items. Encourage, recruit, register, and schedule guests to participate in recreation activities. Promote a fun and relaxing atmosphere for guests. Provide information to guests about available recreation facilities and activities. Promote the rules and regulations of the recreation facility intended for the safety and welfare of guests and members. Clean and maintain recreational equipment and supplies. Assist management in training, motivating, and coaching employees; serve as a role model. Previous experience preferred, High School Diploma, able to work a flexible shift. Must apply on-line at careers.ritzcarlton.com.

Job Title	HOMEOWNERSHIP COORDINATOR II
Order Number	VI-0030-1-11
Pay	\$28000 Annually
Experience	12-36 months
Education	16
JobSummary	Responsible for maintaining database of potential buyers and interview prospective buyers to advise them of program requirements. Update applicant files to determine readiness to purchase and executes applicant's sales agreements. Originates mortgage loans and forwards to VIHFA Loan Processor for further processing. Attend and assist in outreach activities relative to affordable housing such as home ownership fairs and expos that the Authority may host from time to time or attend as a guest contributor. Perform short- term budget, credit and debt management counseling to clients. Associate Degree in Business Administration with 1-3 years of work related experience. Work days are Monday-Friday between 8:00am-5:00pm. Position is full-time. Applicants must submit an application, a letter of interest, a resume and 3 professional letters of recommendation by Friday, April 1, 2011 to Virgin Islands Housing Finance Authority.

Job Title	MARKET DEVELOPMENT MANAGER
Order Number	VI-0040-1-11
Pay	\$40000 Annually
Experience	12 months
Education	12
JobSummary	To develop, maintain, grow On Premise and CDC account volume and gross profit within an assigned territory. Responsible for account development and retention, new account acquisition and face to face order taking within the confined geography. The ability to alter distribution, frequency and order taking procedures, to better meet the customer’s needs. The position may cross multiple facility boundaries. Lifting of 50+ pounds, bending, reaching, kneeling. High School Diploma with 1 year experience, but employer prefers someone with a Bachelor's Degree, 2+ years of outside sales or Business Development Experience; 1-2 years Customer Service experience. Work days are Monday-Friday, some weekends and holidays. Background check and dug test required. Must have a valid VI Driver’s License. Apply online at www.enjoycareers.com.

Business and Finanacial Operations

Job Title	SENIOR ACCOUNTANT
Order Number	VI-0004-1-11
Pay	\$30 Hourly
Experience	36 months
Education	16
JobSummary	Responsible for effectively researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies. Prepare daily sales with accuracy and timeliness in JMAS and QuickBooks. Work with collection agency on collecting past due cash receivables. Performs follow-up on accounts receivable under the direction of the Assistant Controller. Bachelor’s Degree with 3 or more years in Finance. Work days are Monday-Friday occasional Saturday and Sunday between 3:00pm-5:00pm position full-time. Salary based on experience. Must fax or email resume to nicole@gemvi.com.

Job Title	MARKETING ANALYST
Order Number	VI-0023-1-11
Pay	\$52900 Annually
Experience	24 months
Education	16
JobSummary	Study current trends in jewelry markets, especially in retailing to tourists and tourist groups including prices, products, promotions, credit terms, services offered, advertising and public relations related to marketing campaigns. Analyze information and statistics gathered to develop marketing plans and specific projects taking into account our costs and sources of supply. Based on studies and analysis, assist in developing designs and products competitive in the market place. BS/BA in Business or Marketing & 2 years experience, or 3 years university education in business or marketing, and 3 years experience, Marketing experience in jewelry. Full-time position. Must send resume' to hr@signaturediamondgallery.com

Job Title	CUSTOMER RECOVERY REP
Order Number	VI-0032-1-11
Pay	\$40000 Annually
Experience	48 months
Education	13
JobSummary	Responsible for handle 40+ inbound calls per day. Manage existing accounts and identify/solve any potential problems with said accounts. Overcome objections and make necessary call backs to follow with customer questions. Impact our Marketing and Sales Channel Teams by providing customer feedback and self manage, manage time in queue taking inbound calls and manage limited daily outbound return calls. Must be Bilingual Spanish/English. High School Diploma/Some College with 4 years sales/customer service experience required. Position is full-time. Email resumes to humanresources@glacialenergy.vi.

Job Title	ACCOUNTANT
Order Number	VI-0035-1-11
Pay	\$12.5 Hourly
Experience	24 months
Education	13
JobSummary	Must be able to do payroll using Peachtree Accounting, Web cash; manage tax forms 941, 940EZ, 721 etc. Give management quarterly reports; control and organize accounting department. Responsible for all reports day to day with general manage authorization. Some college required. Full-time position, Mon - Fri. Must email resume' to rush@islands.vi or can apply in person from 11:00 am.

Legal

Job Title	LITIGATION PARALEGAL
Order Number	VI-0026-1-11
Pay	\$40000 Annually
Experience	24 months
Education	16
JobSummary	Responsible for organization, trial preparation and attendance, medical records review, etc. Must be extremely organized and team oriented, skilled in Word, Adobe, Lexis Nexis and Internet research. Associate's/Bachelor's Degree with 2 or more years experience. Paralegal Certificate preferred. Work days are Monday-Friday between 8:00am-5:00pm. Position is Full-Time. Resumes can be fax or email to tpackard@dtflaw.com.

Food and Lodging

Job Title	POOL ATTENDANT
Order Number	VI-0001-1-11
Pay	\$9 Hourly
Experience	12 months
Education	12
JobSummary	Wash, mop, clean, and dry the pool deck in order to maintain a clean and safe pool area. Promote a fun and relaxing atmosphere for guests in all recreational activities and areas by expressing an upbeat and enthusiastic attitude. Maintain constant surveillance of all activity in the recreational facility to ensure safety and security of children and adults participating in recreational activities. Explain and enforce the rules and regulations of the recreation facility. Identify situations where guest is not able to safely participate in an activity and inform supervisor/manager. Provide assistance to injured guests until the arrival of emergency medical services. Obtain, fold, and stack towels according to company procedures. Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. High School Diploma. Full-time position available at the Cove. Must apply on-line careers.marriott.com.

Office and Administrative Support (Clerical, Secretarial & Office)

Job Title	ACCOUNTS RECEIVABLE SPECIALIST
Order Number	VI-0014-1-11
Pay	\$35000 Annually
Experience	24+ months
Education	14
JobSummary	Responsible for the day to day processing and recording of customer payments. Responsible for ensuring accurate and timely updating of customer activity in the billing system and its accounting system. Associate's Degree with 2+ years receivables experience. Extensive knowledge of MS-Office and proficiency in the use of MS-Excel. General knowledge of accounting principles as it pertains to receivables. Proficiency in relevant accounting software, Great Plains preferred. Full-time position. Must email resume' to humanresources@glacialenergy.vi.

Job Title	OPERATIONS ASSOCIATE
Order Number	VI-0024-1-11
Pay	\$35000 Annually
Experience	months
Education	13
JobSummary	To assist with broker dealer back office processing trade management and account management. Must be computer literate, efficient, organized, hard working, and understand how to operate excel. Experience preferred but not required, some college necessary. Full-time position, Flexible hours. Please email resume' and cover letter to info@whitebaygroup.com.

Job Title	COMMISSION PAYROLL SPECIALIST
Order Number	VI-0031-1-11
Pay	\$40000 Annually
Experience	24+ months
Education	16
JobSummary	Process commission reports and payment of those reports. Code to appropriate general ledger account and department. Reconcile commission payments and invoices monthly. Ensure that commission related transactions are in compliance with external and internal policies. Answer employee and agent questions related to commission matters and resolve discrepancies in a timely manner. Bachelor's Degree preferred; 2-5 years experience in payroll processing (multi-state preferred) or similar position. Strong computer skills including MS Excel; Exceptional communication skills. Demonstrated ability to work collaboratively with others in a fast-paced working environment. Employer is seeking dynamic individuals with the required experience and qualifications. Full-time position. Must send resume with a cover letter to humanresources@glacialenergy.vi.

Installation, Maintenance and Repair

Job Title	AC APPLIANCE SERVICE TECHNICIAN
Order Number	VI-0006-1-11
Pay	\$25 Hourly
Experience	36 months
Education	12
JobSummary	Must be well versed as A/C Technician knowledge of electricity, plumbing and brazing skills. High School Diploma or Tech School with 3 years experience. EPA at least Type II Certified; Recover Freon per EPA regulations. Work days Monday-Friday first and rotate on call weekends and evenings. Must fax or email resume to gary@drcoolservice.com. Job is on St. John.

Job Title	MECHANIC HELPER/LABORER
Order Number	VI-0018-1-11
Pay	\$15 Hourly
Experience	36 months
Education	
JobSummary	Mechanic's Helper for heavy equipment, backhoes, trackhoes, rollers, dozers, cranes, forklifts etc. Needs to be able to work well without direct supervision and service and maintain vehicles and equipment as necessary, example, changing broken lines or hoses, filters, fluids etc. Temporary 2/28/11 to 8/15/11; 3 years experience. Full-time position. Must fax resume'

<i>Job Title</i>	HEAVY EQUIPMENT MECHANIC II
<i>Order Number</i>	VI-0034-1-11
<i>Pay</i>	\$21.58 Hourly
<i>Experience</i>	60 months
<i>Education</i>	12
<i>JobSummary</i>	Perform maintenance repair on heavy equipment including heavy duty truck, semi tractors, strads, reach stachers, jockey truck, manitowoc cranes, paceco cranes, gantry cranes, high pressure pumps, cable inspections, crawler tractors, trailers. Diagnose and disassemble repair, reassemble systems including heat & air brakes, cabling, cooling, coupling, drive electrical emissions, hydraulic, steering & suspension. Overhaul diesel engines, replace & rebuild. Maintain maintenance records. Valid V.I. driver's license, own tools, 5 years experience, and High school diploma required. Mon-Fri, Sat and Sun, as scheduled between 7:00am-5:00pm, full-time position. Resume must be faxed or email to jgrey@tropical.com. Position is from April, 2011-March, 2012.

Transportation and Material Moving

<i>Job Title</i>	AUTO PAINT MIXER/DELIVERY DRIVER
<i>Order Number</i>	VI-0027-1-11
<i>Pay</i>	\$7.25 Hourly
<i>Experience</i>	12-24 months
<i>Education</i>	12
<i>JobSummary</i>	Responsible for using auto paint mixing machines. Must have knowledge of computers. Will be loading and unloading gas cylinders; pick up and delivery. Must have a valid driver's license to drive pick up truck. High School Diploma with 1 or more years experience preferred. Work days are Monday-Friday between 7:30am-4:30pm position is full-time. Only fax resumes if person is knowledgeable of paint mixing and computers. Must call for appointment.